

# REVERSING AN AP INVOICE TRANSACTION

API60

**Abila MIP Training**  
by Dennis McGovern

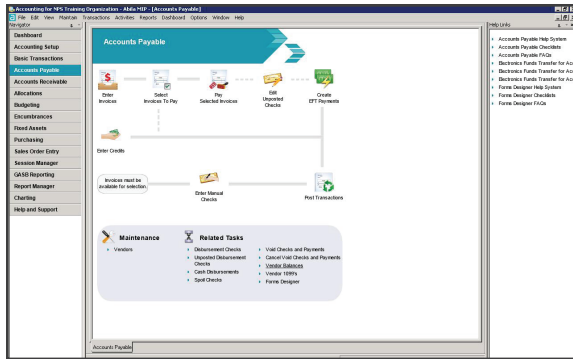


fig. 1

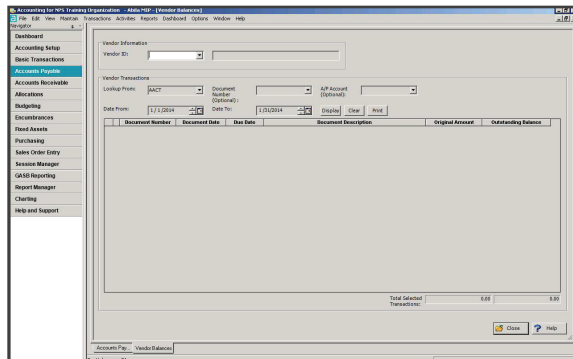


fig. 2

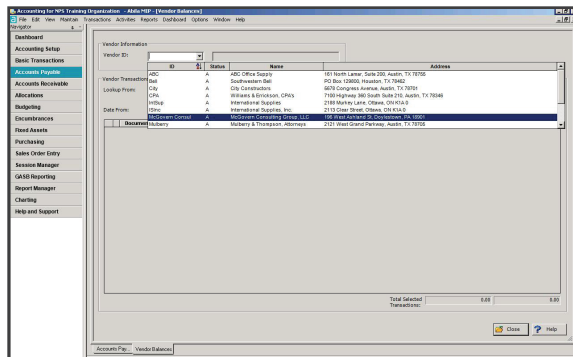


fig. 3

# REVERSING AN AP INVOICE TRANSACTION

In this training video you will learn the following about Reversing an Accounts Payable Invoice:

- Identifying the session ID
- How to reverse a posted invoice
- How to run a report to confirm that the reversal is correct
- How to post the reversed accounts payable invoice
- And how to view the impact of the reversal

## Step 1

To begin the reversal process you must first have the original Session ID and Invoice number. (fig. 1).

- To get the original Session ID, click on the Accounts Payable tab on the Navigator toolbar, and then at the bottom of the screen click on Vendor Balances.

## Step 2

Next, you need to select the vendor. This can be done by either keying in the first part of the vendor ID, or by selecting the vendor from the drop down menu. (fig. 2, fig. 3).

## Step 3

The Lookup Form box should be set to AACT which represents all activity. (fig. 4).

- This will display items that have been entered through Accounts Payable Invoices, Cash Disbursements and Write Checks.

## Step 4

Enter an approximate date range of the invoice in the Date From and Date To fields. Then click the Display button next to the date fields.

## Step 5

Now you will see all of the transactions associated with that vendor for the given time frame selected. The document number column will contain the invoices from the time frame selected. Find the invoice that needs to be reversed. Then click the plus sign next to the invoice to drill down. This will allow you to see the original session ID number. (fig. 5).

- To reverse the invoice you must use the original invoice number, otherwise the reversal will not work properly.

## Step 6

After you have made a note of the original session ID click close, and go to Accounts Payable on the Navigator toolbar and click the Enter Invoices icon. (fig. 6).

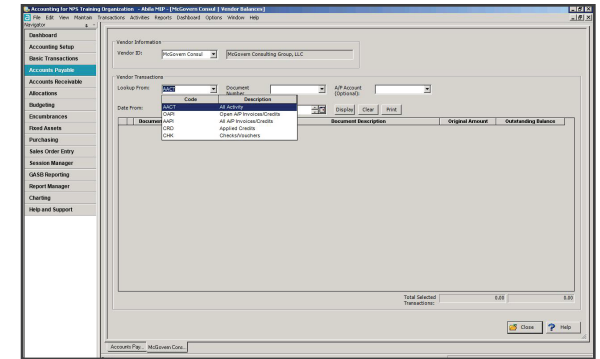


fig. 4

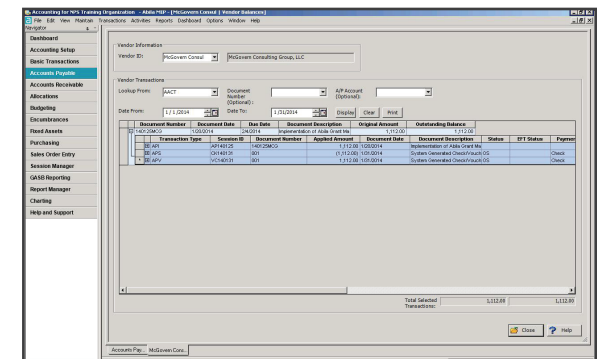


fig. 5

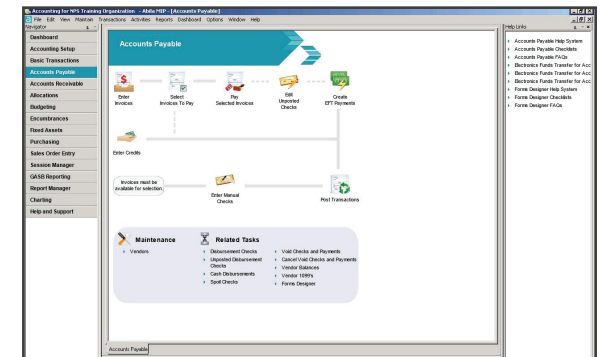


fig. 6

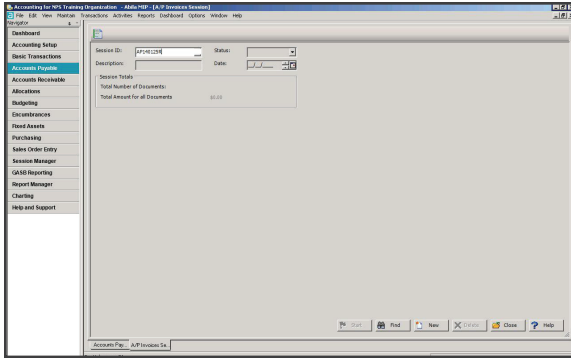


fig. 7

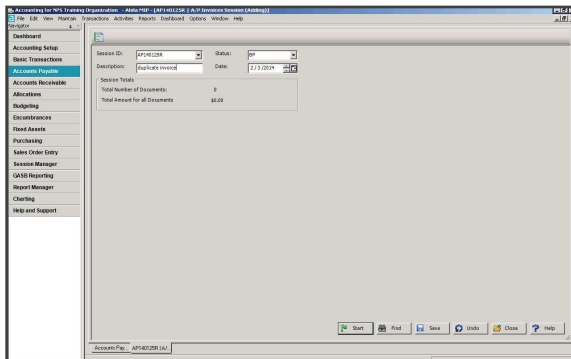


fig. 8

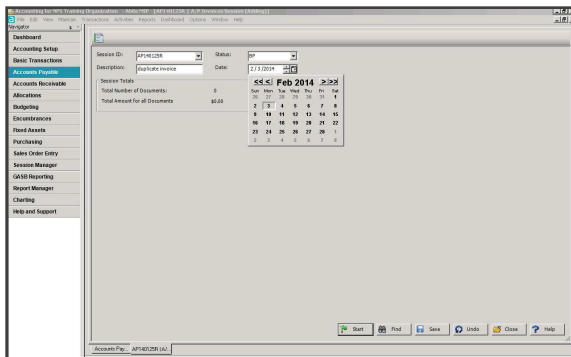


fig. 9

## Step 7

Enter the original session ID with an “R” at the end which represents this as a reversing entry. (fig. 7).

## Step 8

Leave the Session Status as BP (Batch to Post). This will allow you to review and edit the transaction before posting. This will also allow you to include these transactions on various reports such as the Normal Trial Balance, Expanded General Ledger, and Statement of Revenues and Expenditures.

## Step 9

In the Session Description enter the reason for the reversal. Some examples of descriptions may include an incorrect vendor, or a duplicate invoice. (fig. 8).

## Step 10

The Session Date will default to the current date. Normally, you do not change the session date. (fig. 9).

## Step 11

Click on Start.

## Step 12

Before entering anything into the Invoice Field click on the second icon on the Icon toolbar to Reverse a Posted Document.

## Step 13

Select the original session ID by either keying it in or selecting it from the drop down menu. Then find the invoice in the Document dropdown field. (fig. 10, fig. 11).

- You will see the Reversed Document box will be grayed out and cannot be changed.

## Step 14

Leave the Document Date as the original date.

## Step 15

We now need to determine what the effective date is for the reversal. If the prior period is closed and your policy is to not make any adjustments to prior financial periods, use a new effective date in the current period. If the period in which the invoice was originally posted is not closed, you may use the original effective date. However, we generally recommend using the current date. You can do this by removing the checkbox and typing in the new effective date. (fig. 12).

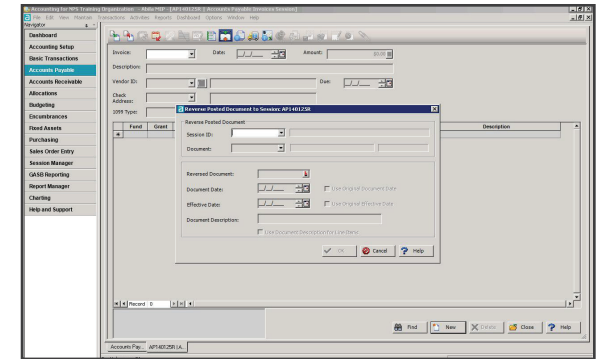


fig. 10

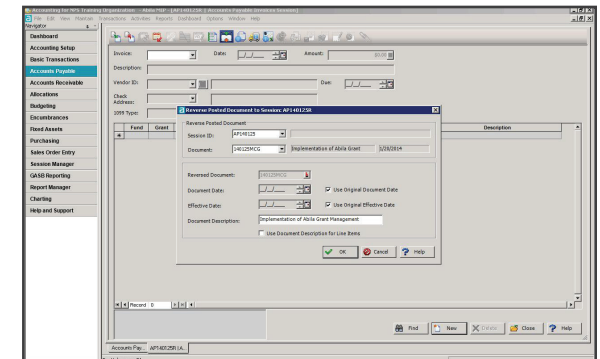


fig. 11

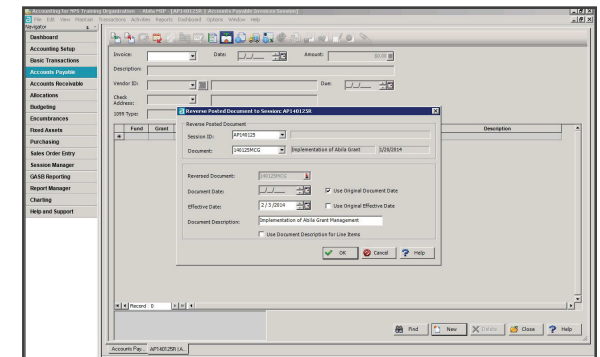


fig. 12

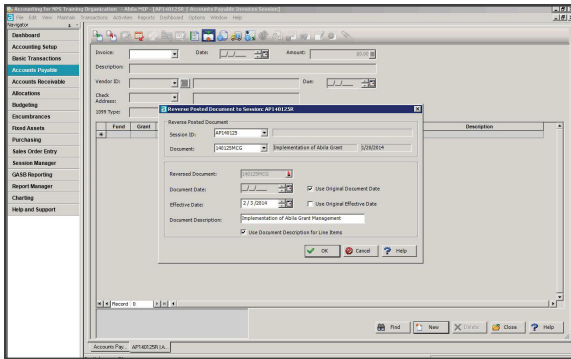


fig. 13

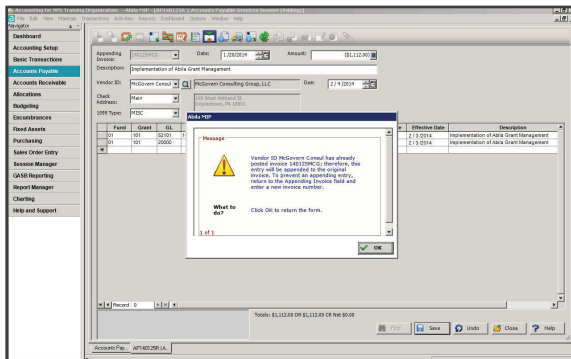


fig. 14

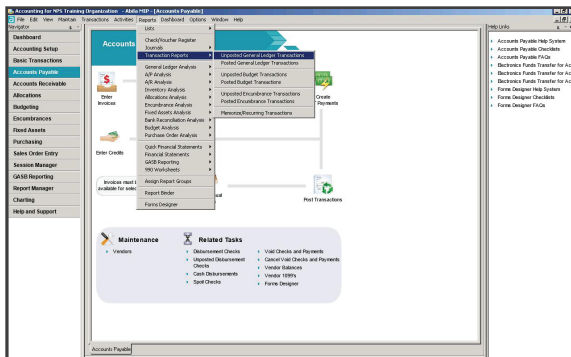


fig. 15

## Step 16

The Document Description may be changed as desired.

## Step 17

If you want the document description entered above to display as the transaction description put a check mark in the Use Document Description in the Line Item's box. (fig. 13).

## Step 18

Click Ok. (fig. 14).

- Note: A message will appear that changes have been made to the original invoice. Click Ok to continue.
- Do not make any changes to the invoice. To save click the Save button and then Close.

## Step 19

To run a report for your unposted transactions click on Reports, Transaction Reports, and Unposted General Ledger Transactions. To learn more about unposted transaction report setup and report processing see the Unposted Transaction Reports Training Video (RPT 01). (fig. 15).

- If after running your reports you determine that adjustments need to be made or additional items need to be added, you may do so up until the session is posted.

## Step 20

After you confirm that the reversal is correct you are ready to post the session. To post a session click the Accounts Payable tab on the Navigator toolbar, and then on the Post Transactions icon.

## Step 21

Select the accounts payable session you have been working with. The transaction type is API. (fig. 16).

## Step 22

Click on the Post button.

## Step 23

After the data is posted, click on Close to exit out of the posting screen. (fig. 17, fig. 18).

- After you have posted your transactions you can review the impact on the vendor balances. First go to Accounts Payable on the Navigator toolbar and click on Vendor Balances. Then select the vendor you were working with. You can do this by keying in the first part of the vendor ID, or you can choose the vendor from the drop down menu. The lookup box should be set to AACT. Confirm that the reversing date is within the date range selected. Then click the Display button to see the transactions on the vendor's record.

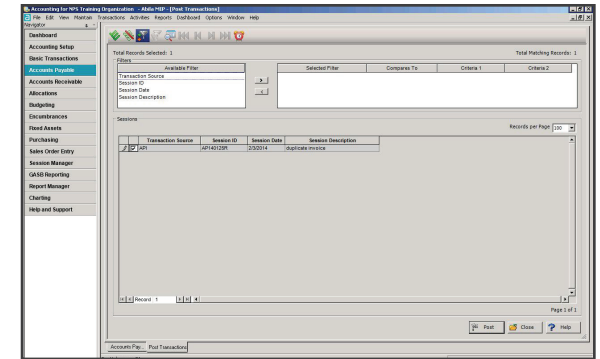


fig. 16

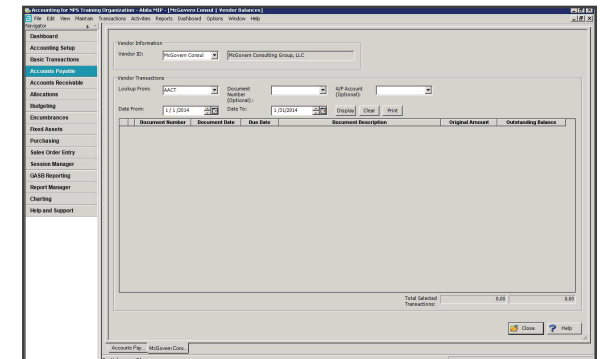


fig. 17

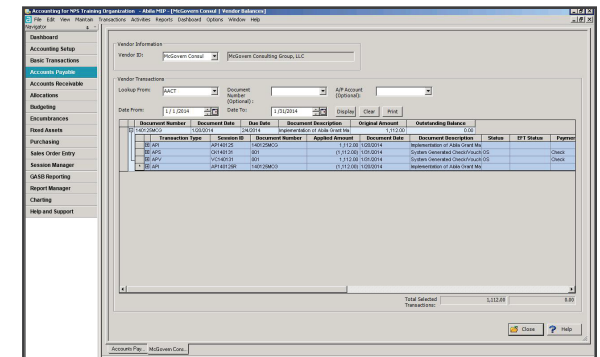


fig. 18

# Conclusion

To recap, in this training video on reversing an Accounts Payable invoice you have learned how to identify the session ID, how to reverse a posted invoice, how to run a report to confirm the reversal is correct, how to post the reversed accounts payable invoice, and how to view the impact of the reversal.